

Collections Sustainability Rubric (October 2019) · Making the Right Decision for Your Collection

MISSION						
HEALTH OF INSTITUTION	Does your institution have a strategic plan? Does it include collections? Does it align with AAM’s core document requirements?					
	COLLECTIONS		GOVERNANCE		MANAGEMENT	
Institution is...	Indicators	Red Flags	Indicators	Red Flags	Indicators	Red Flags
<p>Doing well. Regularly reviews professional standards. Consistent</p> <p>Resources Accreditation</p>	<p>Trained staff Relates to community Clear procedures Development supports preservation and interpretation Collections Mgt Policy is comprehensive and followed; Deacc. and Coll. Plans Programming incorporates collections and include community in development</p>	<p>Staff understands most standards, less engaged with community Development sometimes incorporates collections in fundraising strategies; usually grasps museum standards CMP, Deacc. and Coll. Plans are more than 5 years old Collections and programming are active but not collaborative, community may or may not be involved in the process</p>	<p>STRATEGIC PLAN IS CURRENT Board understands role and mission Collections committee is active and understand the difference between advising and participating Board understands museum standards Engaged in supporting institution, collections initiatives, and community Term limits, informative orientation Diverse stakeholders</p>	<p>STRATEGIC PLAN IS RECENT BUT THERE’S NO SCHEDULED UPDATE. Some board members understand role while others are not involved Museum standards not understood Some board members have no understanding of the collection Some do not provide financial assistance; some are not members Term limits are usually adhered to but there’s little board training Diversity is not a priority</p>	<p>Leader savvy about museum standards, community impact, and business models Empowers collections staff, cohesive in approach Communicates collections needs and opportunities clearly with staff and board Adheres to ethics Succession plan is clear</p>	<p>Leader understands community impact and business models, unclear about collections standards (or vice versa) Encourages collections staff but teamwork inconsistent Knows collections ethical standards but may not follow them Financial challenges exist but there is a feasible plan Succession plan partially complete</p>
<p>Struggling. Do good and effective things but resources and/or communication are challenges.</p> <p>Resources MAP, StEPs, professional development</p>	<p>Changes in staff, mission, leadership Deadlines slip but catch-up is possible Collections management backlog grows Communication is usually good, omissions are overcome Collections and programming have different agendas but still produce positive results, usually include community</p>	<p>Collections Mgt Policy not current Stakeholders not familiar with CMP Coll Plan doesn’t serve mission Deaccession procedures not followed Communication with management challenging (lack of common ground, personality) Coll mgt slowing down, which limits access to the public Collections and programming effective but don’t interact and community not in the process</p>	<p>STRATEGIC PLAN NEEDS TO BE UPDATED Board and staff may seek relevant advice to address gaps in strategies Board and collections committee lacks consistent communication with collections staff or each other, may not meet regularly Recruitment of board members occurs on an ad hoc basis, limited collections interests represented Term limits not consistently maintained Orientation sporadic Blurred definition of role/impact on collections</p>	<p>STRATEGIC PLAN not followed Either the board or collections staff seek advice to address strategies but not always collaboratively Individual board members or collections committee members make unilateral decisions about the collections Term limits are applied until there is a crisis Training on museum-specific issues does not occur Role less defined as crises occur</p>	<p>Changes in leadership, mission, staff but there is an awareness of community connection Strategies lack focus Succession plan out of date Deadlines and collections issues fall through the cracks but feasible plans are possible Communication is clear enough for most board and collections staff to understand Collections are acquired but management on existing collections is haphazard</p>	<p>Collections committee less active and not necessarily aware of tasks Communication with collections staff is challenged (lack of common ground, personality) Collections policies are unclear Succession plan is on the list but low priority</p>
<p>In crisis. Usual resources not available. Inconsistent processes and communication.</p> <p>Resources Peer-to-peer network, consultants</p>	<p>Collections staff have little awareness of the job, would ask for help if they knew who to ask Collections and programs not synchronized or may be limited; access to either is inconsistent Community is not an obvious partner Development efforts not focused and/or exclude collections Collections issues fall on deaf ears</p>	<p>Staff has no knowledge of standards or who to ask Collections stored inappropriately and endangered; there is no access There is little attempt to communicate across the institution What is a Collections Mgt Policy?</p>	<p>STRATEGIC PLAN IS ARCHAIC OR NEVER EXISTED Obstacles (internal/external) to creating strategic plan Collections committees less active or functions independently Communication with staff is limited, advice not sought or ignored Term limits are meaningless, no orientation Disregard for collections standards</p>	<p>STRATEGIES ARE NOT PART OF THE CONVERSATION. Individual ideas override a plan of action Collections committee has few attendees and individual opinion rules; collections staff ignored What is a board orientation?</p>	<p>Limited knowledge of museum mgt and/or lacks community spirit Deaccessioning is viewed as a general fundraising option Few strategies are relevant to mission; issues fall through the cracks and are ignored Communication is inconsistent Succession plan lost in a file drawer</p>	<p>Leadership skills not relevant to mission Clear communication with board or staff but not both Lack of strategic vision Collections are a burden rather than community asset Financial instability that has little or no obvious method to resolve What is a succession plan?</p>
Community Support?						
<p>HOSPICE! State Att’y General, abandoned prop. law</p>	<p>There is no effort to care for or understand the collection. Its purpose is lost and the collection is deteriorating in place or are disappearing from the institution. It has little relevance to the community.</p>		<p>NO STRATEGIC PLAN No obvious community support. Is the institution of value in current form?</p>		<p>There is no effort to lead, internally or beyond the walls of the institution. If there was a vision at the beginning, it is no longer obvious. Finances are insufficient and potential volunteer help is insufficient or non-existent.</p>	

